

**Circuit Court for Baltimore City
General Master's Office**

PARALEGAL

The **General Master's Office** is seeking a Paralegal.

The Paralegal will perform file review of real property matters, including mortgage foreclosures and tax sale redemption foreclosures, and prepare orders for a multitude of different motions based on applicable statutes and rules. Other duties as assigned.

Qualifications:

Associate of Arts degree with 3 years of paralegal experience or a Bachelor's degree is required. Foreclosure experience is a plus. Must be detail-oriented and able to handle heavy volume under pressure.

Compensation:

Annual starting salary is \$36,674.00 plus benefits.

To Apply:

Please mail or hand deliver resume, cover letter and list of references on or before Friday, March 4, 2011 to:

Master Susan M. Marzetta
Baltimore City Circuit Court
Office of the General Master
111 N. Calvert St., Suite 232
Baltimore, MD 21202
410-396-5006

NON-CLASSIFIED POSITION

AN EQUAL OPPORTUNITY EMPLOYER